MONO COUNTY
GIS WORKING GROUP / STEERING COMMITTEE
AUGUST 21, 2002

AGENDA OF ITEMS
South County Conference Room

9:15AM   WELCOME / OPENING REMARKS

9:20AM   REVIEW OF LAST MEETING (MINUTES)

9:30AM   GIS WORKING GROUP VISION
        a. Review last meeting pertaining to need of formalization
        b. Look over information gathered from other sources
        c. Talk about board acceptance of working group – associated needs
        d. Hash out positions within working group
        e. Create mission statement for working group
        f. Resolve other formalization issues – come up with next steps

        g. Talk about ESLIN / Department Head Meetings
        h. Discuss contract renewal & Scope of Work

10:30AM   TECHNICAL COMPONENT REVIEW
        a. Move to ArcMap Server – timeline & benefits
        b. Review basemap status
        c. Other technical issues / questions

10:50AM   SCHEDULE NEXT MEETING & ADJOURN

ATTENDEES: Clay   Pete   Greg   Keith   Nate

SYNOPSIS: The original intention of this meeting, as planned during the July meeting was to hash out much of the information that was needed to begin to formalize the Working Group / Steering Committee and move toward the board level for approval.

MINUTES:
WORKING GROUP VISION
- General understanding that the group needs formal recognition from the board; to get there:
    - Formalize mission statement and organization of group / committee
    - Draft a resolution for the board that could be modified slightly and adopted
    - Layout goals (tangible and visionary) for the remainder of this year and the following year
    - Meet with John Wohlmuth at least one week prior to board meeting
    - Brainstorm regarding presentation for Eastern Sierra Land Information Systems (ESLIN) users' group meeting, John Wohlmuth meeting and board meeting.
- Discussion of design of organization revealed that there should be a separate "Working Group" and a "Steering Committee."
    - For the time being, the Working Group and Steering Committee will function as one entity, until the need arises to separate because of size or other issues.
    - WORKING GROUP FUNCTIONS
        - Is comprised of department representatives who are working to integrate GIS into their department or integrate their data into GIS.
        - Takes orders & places requests to Steering Committee for GIS needs, etc.
        - Can (and hopefully will) grow in size based on the user community / population
        - Meets monthly (1st Wednes
    - STEERING COMMITTEE FUNCTIONS
        - Is the formally recognized body working under the supervision of the CAO and Board of Supervisors – reports to CAO and Board.
        - Is the "governing" body for all GIS use in the county – Working Group and other users / GIS use requests are handled by the Steering Committee
        - Develops and implements standards for spatial and aspatial data, including managing format of data within departments
        - Develops and implements policies pertaining to how GIS is and is not used throughout the county
- Mission statement discussion revealed the following:
    - Mission statement should reflect a county-wide effort, and not be directed toward any one specific department, nor refer specifically to Information Technology.
    - The statement should reflect interest and involvement from all departments and pull the various departments in.
    - The statement should pertain to GIS efforts as a whole, rather than the specific direction of the Steering Committee, and that the Steering Committee's directive will be to implement the GIS Mission Statement.
    - Some of the points that were brought up, to be included in the statement, include the concept that GIS will:
        - generally increase efficiency of county staff
        - improve the delivery of public services by promoting public access to information through the internet and county staff
        - provide for standardization of data sets and the elimination of redundancy and duplicate data
        - facilitate community decision making efforts
        - foster inter-agency cooperation
        - generally promote and facilitate the further development and use of GIS as a technology and tool
        - allow the county to share and expand the uses of spatial and aspatial data

- provide access to complete, timely, reliable and compatible information
- allow everyone to share information, strategies, ideas and solutions more effectively
- be a system that is comprised of a variety of information from each individual department
- be maintained by a individual / group of people who have knowledge and experience with the systems in place
- serve as a central repository for information, including individual department data sets
- allow managers to effectively leverage a variety of data sets into one common platform / environment

TECHNICAL ISSUES
- Moving to ArcMap Server for IMS which will allow us to produce more functional Map Services and will provide for a smoother aspatial data update process (especially related to parcel database).
- Parcel basemap is rougly 50% complete

NEXT STEPS / FUTURE ISSUES
- 2003 Talon Associates Scope of Work was "approved" with a Not To Exceed amount of $25,000. Shuffling in tasks and numbers will have to occur in order to ensure that adequate services can be provided to the county during the next year.
    o No additional data development will take place, other than getting departments' keyed into the data standards, to be developed by the Steering Committee.
    o Additional application development will not take place, and if it does, it will be small in nature.
    o The Needs Assessment portion of the scope will still take place at the full extent that it was designed.
    o The Implementation Plan portion of the scope will not take place at the level that it was designed, but will be tailored more toward department specific data implementation needs.
    o System Maintenance and Support will take place as originally scoped and will comprise the majority of the work done during the contract year.
    o Meetings will still take place and will be paid for out of a general fund of money that will come from trimming down the Implementation Plan budget line item.
    o More specific details will be worked out for the scope before work begins.
- Planning for the September 23 ESLIN User's Group Meeting will take place at the next meeting. The hope is that the presentation that is given at this meeting will be used at the board meeting as well.
- Meetings will be moved to a regular time and place, which is set for the first Wednesday of each month at 9:15am in the South County Conference Room.